

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY**

Meeting Date: September 19, 2023
 Department
 Submitted By: Community Services
 Advisory Board: Homeless Advisory Board

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the reappointments of five (5) current members to the Homeless Advisory Board (HAB), effective October 1, 2023:

<u>Seat No.</u>	<u>Reappointment</u>	<u>Seat Requirement</u>	<u>Recommended By</u>	<u>Term Expires</u>
5	Anne Gerwig	Palm Beach County League of Cities Representative	Palm Beach County League of Cities	09/30/2026
6	Karen J. Abbott	VA Medical Center Representative	Veterans Administration Medical Center	09/30/2026
7	Paul Dumars, Jr.	Homeless Coalition of Palm Beach County Representative	Homeless Coalition of Palm Beach County	09/30/2026
10	Elizama Goertzen	Business Community Representative	Economic Development Council	09/30/2026
12	Carol Jones-Gilbert	Housing Authority Representative	Community Services Department	09/30/2026

Summary: On May 1, 2007, the Board of County Commissioners (BCC) established the HAB. Per Resolution No. R2016-0038, the total membership for the HAB shall be no more than 14 at-large members, comprised of members representing government, business providers, law enforcement, advocates, education, faith-based and the formerly homeless. Ms. Gerwig is employed by AGA Engineering, which contracts with the County for services. Ms. Gerwig is also the Mayor with the Village of Wellington. Ms. Goertzen is an employee of Florida Power and Light (FPL). AGA Engineering and FPL contract with the County for services; however, the HAB provides no regulation, oversight, management, or policy setting recommendations regarding the subject contracts or transactions. Disclosure of these contractual relationships at a duly noticed public meeting is being provided in accordance with the provisions of Section 2-443 of the Palm Beach County Code of Ethics. The diversity count for the 10 seats that are currently filled is African-American: 4 (40%), Caucasian: 4 (40%), Native-American: 1 (10%) and Hispanic-American: 1 (10%). The gender ratio (female: male) is 7:3. Ms. Gerwig and Ms. Abbott are Caucasian. Mr. Dumars and Ms. Jones-Gilbert are African-American. Ms. Goertzen is Hispanic-American. Staff conducts targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the board. (Human Services and Community Action Program) Countywide (HH)

Background and Justification: The BCC formally adopted the Leading the Way Home plan to end and prevent homelessness on January 7, 2020. The HAB's focus is directed toward implementing the new Leading the Way Home plan. The Division of Human Services provide staff support. Resolution Number R2016-0038 provides the authority for the HAB.

Attachments:

1. Boards/Committees Applications (5)
2. Proposed HAB Member Category and Seat Number
3. Resolution No. R2016-0038

Recommended By: James E. Green 8/24/2023
DocuSigned by: James E. Green
 Department Director Date

Legal Sufficiency: Helene C. Hoyle 9-6-23
 Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

The information provided on this form will be used in considering your nomination. Please COMPLETE SECTION II IN FULL. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): (Please Print)

Board Name: Homeless Advisory Board Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 10/01/2023 To: 09/30/2026

Seat Requirement: Palm Beach County League of Cities Seat #: 5

*Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other
Completion of term to expire on: _____

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: 0

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Gerwig Anne
Last First Middle

Occupation/Affiliation: Mayor
Owner Employee Officer

Business Name: Village of Wellington

Business Address: 12300 W. Forest Hill Boulevard

City & State: Wellington Zip Code: 33414

Residence Address: 14505 Paddock Drive

City & State: Wellington Zip Code: 33414

Home Phone: (561) 793-4606 Business Phone: (561) 791-4085 Ext. _____

Cell Phone: (561) 346-2952 Fax: ()

Email Address: agerwig@wellingtonfl.gov

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100

See Attached

(Attach Additional Sheet(s), if necessary)
OR

NONE

NOT APPLICABLE/
(Governmental Entity)

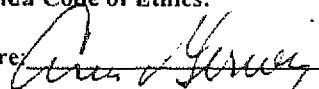
ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.** Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

By watching the training program on the Web, DVD or VHS on Aug. 17 2023
 By attending a live presentation given on _____, 20__

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature:  Printed Name: Anne Gerwig Date: August 21, 2023

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
{Insert Liaison Name Here}, {Insert Department/Division Here}
{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Mayor Anne Gerwig

List of Continuing Contracts with Palm Beach County

Contract: CR880 Bridge Over SFWMD C-51 Canal Bridge Replacement

Resolution No. R2015-0839

Expiration Date: None. This was a contract awarded for a specific project. It does NOT have an expiration date.

Contract: Annual Structural Engineering Services Contract on a Consultant Service Authorization

Resolution No. R2023-0260

Expiration Date: None.

Contract: Ocean Inlet Park Marina Replacement

Resolution No. R2018-1560

Expiration Date: None.

Experience

Alan Gerwig & Associates, Inc.

1998- Present

- Founded civil and structural consulting engineering firm.
- Responsible for the firm's Administrative/Communications duties including the payroll.

Village of Wellington

2010-Present

Elected as Councilwoman in March 2010

Re-Elected in March 2014

Elected as Mayor in 2016

Re-Elected as Mayor (unopposed) in 2020

During her time in office:

- Instrumental in naming of the Keely Spinelli Education Grant
- Involved with the construction of the current Village Hall, Scott's Place (Barrier Free Playground), Wellington Amphitheater, Tennis Facility and Wellington Community Center.
- Involved with the purchase of the Lake Wellington Professional Center

Education

North Shore High School

Attended North Technical Education Center

- Awarded first in the State in the VICA awards for Architectural Design.
- Awarded fifth in the nation for the VICA awards for Architectural Design.

Organizations

- Treasure Coast Regional Planning Council
- Palm Beach County League of Cities Board of Directors (Executive Committee)
- Florida League of Mayors (Member)
- Florida League of Cities Municipal Loan Council
- Florida League of Cities Municipal Insurance Trust
- Palm Beach County Metropolitan Planning Organization (Previous)
- Housing Leadership Council of Palm Beach County
- Homeless Advisory Board
- Citizens Advisory Committee for Health and Human Services of Palm Beach County

MAYOR ANNE GERWIG



Anne Gerwig, Mayor
Current Term: 2020 to 2024
Phone: 561-791-4085
Email [Anne Gerwig](mailto:Anne.Gerwig@wellingtonfl.com)

About Mayor Gerwig

Mayor Anne Gerwig was first elected to the Village Council in 2010 and subsequently re-elected in 2014. She was elected as the 6th Mayor of Wellington in March of 2016 and re-elected without opposition in March of 2020.

Mrs. Gerwig and her husband Alan have resided in Wellington for 32 years. The Gerwig's have three grown children – Jessica, Dane and Luke. Jessica and her husband, Jordan, have two daughters and live in South Florida.

Mayor Gerwig is the Director of Client Communications for Alan Gerwig and Associates, Inc. located in Wellington. The company has provided civil and structural consulting engineering services throughout Florida since 1998. Mrs. Gerwig has worked as a draftsman/CADD technician in Palm Beach County since 1980.

Community

While raising her children in Wellington, Mrs. Gerwig volunteered at Wellington area schools and various service projects including the building of community playgrounds and the Safe Neighborhoods Initiative (now Community Services). Mrs. Gerwig is also active in the Wellington Chamber of Commerce.

Mayor Gerwig is committed to developing Wellington's youth and the healthy lifestyle that sets Wellington apart. She was instrumental in the naming of the Keely Spinelli Education Grant, a grant named after a beloved educator and elementary school principal who spent her life investing in our children. She is proud of the Village Council's commitment toward the Read for the Record, Let's Move, Civics 101, the Youth Council and Neighborhood Grant initiatives.

Service

Mayor Gerwig was appointed to the Treasure Coast Regional Planning Council by the Palm Beach County League of Cities. She serves as the voting delegate at the Palm Beach County League of Cities, is on the Education Committee and is a Past President of the Palm Beach County League. She is a Trustee of the Florida Municipal Insurance Trust and member of the Florida Municipal Loan Council and has served as a Director for the Florida League of Cities. Mrs. Gerwig was also appointed to serve on the Housing Leadership Council of Palm Beach County and has served on the Palm Beach County Transportation Planning Agency and the Homeless Advisory Board. After being nominated by the Board of Directors of the Palm Beach County League of Cities, she was appointed by the Palm Beach County Board of County Commissioners to serve on the Citizen Advisory Committee on Health and Human Services.

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BOARDS/COMMITTEES APPLICATION**

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Section I (Department): (Please Print)

Board Name: Homeless Advisory Board (HAB) and Homeless and Housing Alliance (HHA) Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 10/01/2023 To: 09/30/2026

Seat Requirement: VA Medical Center Rep. Seat #: 6

Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other

Completion of term to expire on: _____

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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Abbott Karen Jane
Last First Middle

Occupation/Affiliation: LCSW, Acting Section Chief, Homeless Services; Supervisor, HUD-VASH
Owner Employee Officer

Business Name: West Palm Beach VA Health Care System

Business Address: 7305 N. Military Trail

City & State: West Palm Beach, FL Zip Code: 33410

Residence Address: 16060 East Calder Drive

City & State: Loxahatchee, FL Zip Code: 33470

Home Phone: (561) 951-9227 Business Phone: (561) 639-1300 Ext. _____

Cell Phone: (561) 951-9227 Fax: ()

Email Address: Karen.Abbott2@va.gov

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No X

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)
OR

NONE NOT APPLICABLE/ (Governmental Entity)

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.** Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

By watching the training program on the Web, DVD or VHS on April 5, _____ 2023
 By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: Karen Abbott Printed Name: Karen Abbott Date: 9/6/2023

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

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 {Insert Liaison Name Here}, {Insert Department/Division Here}
 {Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016

Karen Jane Abbott, LCSW (FL SW 9052, NPI 1912132812)
16060 East Calder Drive, Loxahatchee, Florida 33470
(561) 951-9227 - kabbott_1999@yahoo.com (personal)
(561) 639-1300 - karen.abbott2@va.gov (work)

Professional Clinical Experience

March 13, 2023-present

Acting Homeless Program Section Chief, WPB VA Healthcare System, WPB, FL 33410

- Responsible for program planning, developing, analysis and monitoring of data used to track, evaluate and enhance Veteran care
- Supervise 11 Social Workers and lead Huddles for the following programs: Homeless Outreach, Coordinated Entry, rand and Per Diem, Contract Residential Services, Veterans Justice Outreach, Guardianship, Compensated Work Therapy, Healthcare and Re-entry for Veterans and the Veterans Resource Center
- Responsible for fund control points, budget limits and Action Items
- Build collaborative efforts to end Veteran homelessness by serving as VA representative to community partners including Palm Beach County's Homeless Advisory Board/Homeless Executive Board and the Treasure Coast Continuum of Care
- Serve on HRO Council and Outreach Committee
- Ensure adherence to JCAHO and CARF standards, and update all documents to main CARF accreditation

May 26, 2019-present

HUD-VASH Supervisor, WPB VA Healthcare System, 7305 North Military Trail, WPB, FL 33410

- Provide direct clinical services as a Licensed Independent Practitioner (LIP)
- Provide monthly clinical supervision to a staff of eleven Licensed Clinical Social Workers, LIP documentation reviews, as well as biannual formal written evaluations.
- Supervise MSW level employees for their hours towards Florida Licensure.
- Provide administrative management of HUD-VASH, a program providing clinical support for formerly homeless Veterans and families in Section 8 housing
- Participate in interviews and selection of clinical candidates for the program
- High Reliability Organization (HRO) Ambassador, a member of the HRO council and co-taught four three-hour HRO presentations to WPB VAMC Supervisors
- Co-chair of the Social Injustice Workgroup.
- Assist with regular successful accreditation
- Maintain Florida licensure via ongoing trainings in evidenced based practices including individual, group and family therapy, substance abuse assessment and treatment, crisis intervention and harm reduction
- Outstanding performance reviews every year

April 25, 2020 - July 3, 2020

HUD-VASH Acting Section Chief, Grade 13, WPB VA Healthcare System

- Responsible for all program planning, development, data monitoring and analysis
- Supervised clinical and administrative staff

August 2010-May 2019

HUD-VASH Senior Case Manager, WPB VA Healthcare System

- Team Leader providing guidance to clinical practitioners
- Program expert with ten years of service to homeless and formerly homeless Veterans
- Provided case consultation and implementation of Patient Centered model.
- Assessed and treated program participants utilizing Critical Time Intervention, Assertive Community Treatment, Motivational Interviewing, Housing First, and other clinical approaches
- Qualified Supervisor for Clinical Social Work overseeing registered clinical social work interns
- Cross trained and worked on the Acute Medical, Inpatient Psychiatric, Emergency Department and Veterans Resource Center

- Outstanding performance reviews every year

March 2009- August 2010

HUD-VASH Case Manager, WPB VA Healthcare System

- Provided independent direct clinical mental health and substance abuse services at an advanced level to eligible program participants and their family members with diagnoses including PTSD, Military Sexual Trauma, depression, anxiety, personality disorders, substance use disorders
- Participated in Intake Team's program participation selection based on clinical assessment.
- Outstanding performance reviews every year

May 2006-December 2008: Columbia Hospital, 2201 45th Street, West Palm Beach, FL 33407

Clinical Social Worker

- Provided clinical services on the inpatient psychiatric Acute, Adult, Senior and Youth units, as well as for the Partial Hospitalization and Intensive Outpatient programs
- Chaired the Employee Advisory Group in 2008
- Received the hospital wide "Rookie of the Year" award in 2006

August 2005-May 2006: SandyPines Hospital, 11301 SE Tequesta Terrace, Tequesta, Florida 33469
Therapist

- Provided clinical services to children and adolescents aged six to seventeen in a psychiatric hospital
- Led family sessions and groups utilizing cognitive behavioral and insight-oriented psychotherapy techniques
- Certified Low R.O.P.E.S. instructor

January-July 2005: Children's Square USA, P.O. Box 8C, Council Bluffs, Iowa, 51502, (712) 322-3700

Clinical Case Manager

- Provided clinical and case management services to children in psychiatric residential treatment
- Provided clinical guidance to direct care staff and led treatment team meetings.

January 2004-July 2005: Very Special Arts, 2679 Farnam St., #204, Omaha, Nebraska, 68131

Arts Educator

- Provided therapeutic arts experience to underserved populations
- Trained volunteers and groups.

Practicum Experience

May-November 2004: Heartland Family Services, 2101 South 42nd Street, Omaha, Nebraska 68105

Student Therapist, Advanced Practicum

- Provided therapeutic interventions with individuals, couples and children
- A+ grade for both semesters.

May 2003-September 2003: Project Harmony, 7110 F Street, 68117, Omaha, Nebraska

Foundation Practicum Student

- Assisted with forensic interviews at a state child abuse investigatory agency.
- Founding member of Project Harmony's volunteer board.
- A grade for both semesters.

Education

2001-2004, University of Nebraska at Omaha, Master Degree, Social Work, 3.918 GPA

1999-2000, University of Nebraska at Omaha, BA, English, 3.882 GPA

1983-1986, Columbia University, New York, Dramatic Writing

1978-1981, University of Kansas, Lawrence, Journalism

Awards

1999-2000, Dean's List, Chancellor's List

2002, Amy B. Clark Fellowship (for social workers integrating the arts into practice)

Eta Beta Chapter, Alpha Sigma Lambda national honor society, member

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BOARD OF COUNTY COMMISSIONERS
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Seat Requirement: Homeless Coalition of PBC Rep. Seat #: 7

*Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other
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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Dumars Paul Eric
Last First Middle

Occupation/Affiliation: CFO/COO

Owner Employee Officer

Business Name: Congressional Black Caucus Foundation, Inc

Business Address: _____

City & State Washington DC Zip Code: 2003617

Residence Address: 1740 Lindley St

City & State Margonia Park, FL Zip Code: 33407

Home Phone: () Business Phone: () Ext. _____

Cell Phone: (954) 558 5502 Fax: ()

Email Address: pdumars@gmail.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No x

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

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_____	_____	_____	_____
_____	_____	_____	_____

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OR

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NOT APPLICABLE/
(Governmental Entity)

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 By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: Paul Dumars Printed Name: Paul Dumars Date: 8/30/2023
2A7E444BA41A4DE...

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
{Insert Liaison Name Here}, {Insert Department/Division Here}
{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Paul E. Dumars, Jr.
1283 Gembrook Ct, Royal Palm Beach, FL
954-558-5502
pdumars@gmail.com

PROFILE

A fully qualified finance professional with the experience required to provide leading financial strategies conducive to the ambitious growth goals of a corporation. A proven ability to challenge, change and better existing processes, procedures and systems. Equipped with excellent communication skills and the ability to communicate with a high level of professionalism with clients and colleagues that span the financial spectrum.

ACCOMPLISHMENTS

- Managed the implementation of SAP software systems
- Reduced payroll in excess of 917k, over three-year period
- Increased efficiency and accuracy of gross margin reports
- Overhauled inventory procedures and system
- Decreased time in the completion of audited financials
- Decreased overspending and reduced maintenance cost by 170k in 1 year
- Recouped 76k on utility audits
- Implemented monthly financial health meetings
- Implemented Core Business Plan & Feasibility Study for purpose of Expansion Financing
- Negotiated over 20 Financial Services Loans and Credit Facilities
- Spearheaded a Forensic Audit of a Governmental Agency
- Reconstruct 100-million-dollar Non-Profit Budget Process
- Obtained over 50 million in equity & debt financing

CORE COMPETENCIES

- Cost-Benefit Analysis
- Financial Project Management
- Resource Allocation & Planning
- Inventory Control & Warehouse Management System
- Financial Statement Preparation, Presentation & Analysis
- Asset Management
- Tax Planning
- Cash Flow Management
- Growth & Trend Analysis
- Financial Systems Policies & Procedures Implementation
- Multiple Entity Consolidation
- System Project Management - SAP Implementation
- Merger & Acquisitions
- Private Equity Financial Modeling
- Audit Liaison to the Board of Directors for Audit Services
- Non-Profit Accounting via Homeless Coalition of Palm Beach County- Treasurer
- Non-Profit Budget Construction, Audit & Tax Filings
- Business Valuation
- Acquisition Due Diligence

EXPERIENCE

Interim President and CEO

Congressional Black Caucus Foundation - Washington DC

October 2021 - March 2022

Lead the organization through a crucial transition period

Managed the Board of Directors

Implemented Growth Strategy

Managed Endowment Fund Growth to 50 million dollars

Implemented New Human Capital Program

Reorganized Programs, Research and Policy Departments

Corporate and Non-Profit Development

CFO/COO

Congressional Black Caucus Foundation - Washington DC

May 2021 - Present

Strategic Management

In partnership with the PCEO, oversee the articulation and implementation of the organization's strategies and implement new processes and approaches to achieve it.

In partnership with the CEO, reinforce policies and practices to ensure equitable, efficient, and consultative decision-making throughout the organization.

Lead the organization-wide performance management process that establishes annual goals and evaluates ongoing progress to these goals.

Work with the board of directors to ensure financial health and manage organizational risk; serve on Board committees as needed.

Lead the Finance, Information Technology, Operations, and Human Resources functions, directly supervising the staff responsible for those areas.

Ensure the clarity and consistency of the CBCF culture among the different departments.

Actively model and promote CBCF's values and ensure organizational alignment with our values throughout all teams.

Supervise the Director of Human Resources and oversee all associated human resource functions with a focus on equity, continuous improvement, employee engagement and employee development.

Monitor staff engagement and work with Human Resources to enhance staff retention strategies.

Ensure compliance with applicable labor laws.

Head of Finance

BrandStar, Inc/O2 Media, Inc

November 2019 - May 2021

Prepare monthly, quarterly, and annual financial statements

Balance sheet reconciliations

Cash management

Payroll calculations including commissions and end of month accruals

Property tax, sales tax and other government filings for multiple entities

Perform monthly departmental expense analysis and reporting

Reports financial status by developing forecasts; reporting results; analyzing variances; developing improvements.

Assist in coordination, preparation and distribution of the annual budget as well as monthly budget-to-actual reports

Month-end and year-end close cycle, which would include the preparation of journal entries and account reconciliations

Cost accounting

Total resource optimization: staff, process, technology, etc.

Leading a team of accounting professionals, including selection, development, and management

Accomplishes financial strategies by determining accountabilities, communicating and enforcing values, policies and procedures.

Develop financial and tax strategies and monitor implementation of those strategies.

Manage the capital request and budgeting processes.

Merger & Acquisition Due Diligence

Director of Finance and Human Resources- Consulting

St. Jude Church and St. Jude School- Diocese of Palm Beach County, September 2019 - November 2019

Oversee cash flow management

Track important KPIs and analyze trends

Forecast return on investment (ROI) for current and future programs

Develop and monitor budgets

Inform key stakeholders of financial status and investment plans

Ensure all financial operations comply with federal and state laws

Present monthly, quarterly, and annual financial statements to executives and board of directors

Coordinate audit activities

Represent the company to investors and public officials

Supervise the accounting department to ensure smooth day-to-day transactions

Statement of Activities

Statement of Net Position

Statement of Cash Activities

Statement of Expenses

990 Filing

Non-Profit Audit

Chief Financial Officer/Operations Manager

Penn Dutch Food Center, Margate FL,

October 2014-September 2019

Oversee the capital structure, balance sheet, business strategy and expansion opportunities

Manage the financial structure related to financial and management reporting, budgeting, revenue forecasting and marketing strategy.

Partner with the CEO on special projects and major company initiatives and goals

Partner with general managers and production manager on purchasing, inventory level and buying

Report to Board of Directors on cash management, long term planning, revenue opportunity, cost savings and efficiency modeling in all areas.

Managed IT Department of three people

Managed Human Resources Function

Develop policies related to finance, IT, legal, marketing, business development and staffing models

Accountable for developing a skilled financial staff with strong emphasis on credibility, accuracy and timely reporting

Proving leadership and guidance towards the company financial health and future endeavors

Controller

Penn Dutch Food Center, Margate FL,

October 2005-November 2014

Financial statement preparation

Trial balance management & reconciliation

Inventory management & implementation
Implementation of budget process, policies & procedures related to accounting
Fixed Asset Management
Internal Audit Preparation & Execution
Budget Analysis
Cash Management
Personal Control of Stipends, Payments and Distributions
Marketing, Growth & Trend Analysis
Full Accounting Cycle experience (Accounts Payables, Receivables, Cash Reconciliation)
Variance Analysis
Variable and Fixed Cost Forecasting
Revenue Forecasting
Margin and Cost Analysis
External Audit coordination
Financial statement review & presentation to upper management
Project Management and Supervision
Compliance
Federal Government Programs Budgeting
Governmental Finance and Oversight
IT staff Management and Supervision

Staff/Senior Accountant/Inventory Specialist

HCX Salons International, LLC, Ft. Lauderdale, Florida 33409

September 2002 to October 2005

Bank reconciliation, financial statements
Intercompany Management and Reconciliation
Monthly Closing
Intercompany and Intra company reconciliation
Daily Cash and Monthly Reconciliation
Accounts Payable function manager by overseeing and completing daily accounts payable task
Inventory management and procedures, by creating an inventory system using Peachtree accounting software and management with Excel, Purchasing, and Inventory Reporting for Financial Statement Purposes. Along with a complete invoicing and COGS reporting system
Cash and Accounts Receivable functions as well as monthly closing procedures of the GL.
Cost of Sales Reports for Management Use, Control.
Implementation of Audit Controls and Checks and Balances
Contract and Legal Management

Treasurer/Board Chair -Volunteer

Homeless Coalition of Palm Beach County

May 2017-2019

Reconstruction and overhaul of budgeting process
Payroll processing
Accounting functions
Bank reconciliation
Cash management
Statement of Activities
Statement of Net Position
Statement of Cash Activities
Statement of Expenses
990 Filing
Non-Profit Audit

SKILLS

Software: Microsoft Office (Access, PowerPoint, Excel, Word, & Visio), Adobe Acrobat Software, Corel Suite (WordPerfect, Draw, Photo Editor, Quattro Pro), Turbo Tax, Quicken, and 10-Key Touch, QuickBooks, Software, Peachtree Accounting Software, Great Plains and Microsoft Business Solutions, SAP Business One, SAP Business One Soft Engine, Blackbaud Cloud Fund Accounting Software, Sage Accounting, Media ERP, Manufacturing ERP Systems, TenMast, Sage Accounting Software, Donor Perfect

EDUCATION

Louisiana State University-Shreveport
MBA-Financial Investing Specialization
August 2022 (Expected)

Northwood University, West Palm Beach, Florida
Master of Business Administration: Management
May 2010. (Magna cum Laude)

Louisiana State University A&M, Baton Rouge, LA
Bachelor of Science: Accounting
December 2001

AWARDS & ACCOLADES

Palm Beach County Housing Authority Board of Commissioners, Chairperson (Governor Rick Scott appointment)
Homeless Coalition of Palm Beach – President of Board of Directors
SPECTRA Housing- (Non-Profit Entity of the Palm Beach County Housing Authority), Chairperson of the Board
Kappa Alpha Psi Fraternity, Inc. - President-West Palm Beach Chapter
Kappa Foundation of Palm Beach County, Inc.- Board Member
Leadership Florida – Connect Class 11- 2021-2022
Top 50 Influential Businessperson -2018 Legacy Magazine
Legacy Magazine Top 40 Under 40 for Broward & Palm Beach County Black Leaders of Today and Tomorrow for 2016

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): (Please Print)

Board Name: Homeless Advisory Board Advisory Not Advisory
 At Large Appointment or District Appointment / District #: _____
Term of Appointment: 3 Years. From: 10/1/23 To: 9/30/26
Seat Requirement: Business Community Rep. Seat #: 10
 *Reappointment or New Appointment
or to complete the term of _____ Due to: resignation other
Completion of term to expire on: _____

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: 0

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Goertzen Elizama Jamileth
Last First Middle
Occupation/Affiliation: Executive Director, Communications
Owner Employee Officer
Business Name: NextEra Energy / Florida Power & Light
Business Address: 700 Universe Blvd
City & State: Juno Beach, FL Zip Code: 33408
Residence Address: 17776 87th Ln N
City & State: Loxahatchee, FL Zip Code: 33470
Home Phone: (561) 309-3712 Business Phone: (561) 694-4034 Ext. _____
Cell Phone: (561) 309-3712 Fax: ()
Email Address: Jami.Goertzen@FPL.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No X

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
R2020 - 1647	Community Svcs.	Emergency Utility Services	9/1/2020 - 8/31/2025

(Attach Additional Sheet(s), if necessary)
OR

NONE

NOT APPLICABLE/
(Governmental Entity)

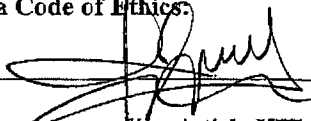
ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

By watching the training program on the Web, DVD or VHS on December 8 2022
 By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics.

*Applicant's Signature:  Printed Name: Elizama J. Goertzen Date: 12/8/2022

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
 {Insert Liaison Name Here}, {Insert Department/Division Here}
 {Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____



Jami Goertzen

Executive Director, NextEra Energy Communications

Jami Goertzen is executive director of communications for NextEra Energy, a leading clean energy company. In her role, Ms. Goertzen leads key communication functions, including executive and corporate communications, corporate affairs and media relations, employee communications, emergency communications and clean technology communications.

She has more than 25 years of experience in the areas of marketing and communications, branding and crisis communications.

Ms. Goertzen joined the company in 2004 and has served in positions of increasing responsibility in the marketing and communications group, including product marketing, channel management, media relations and customer communications for FPL, and internal and corporate communications for NextEra Energy.

Before joining NextEra Energy, Ms. Goertzen was director of branding at Software 4 Retail Solutions, a specialty retail software company in the Midwest, and prior to that, she served in communication functions at global non-profit World Vision, where she was responsible for public relations, fundraising and crisis communications for Honduras, Latin America and the Caribbean region.

Ms. Goertzen is active in the community and sits on the board of non-profit South Florida After School All-Stars and the advisory board at Berean Christian School. She is a recipient of the 2018 Edison Electric Institute Tony Anthony Member Unity Award for outstanding contributions and leadership in supporting message unity during the unprecedented Puerto Rico Hurricane Maria restoration mission. In 2019 she was recognized with a Top Women in Communications Award in the Leader category by Ragan and PR Daily.

Ms. Goertzen is a graduate of John Brown University. She resides in Palm Beach County with her husband.

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): (Please Print)

Board Name: Homeless Advisory Board(HAB) Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 10/1/23 To: 9/30/26

Seat Requirement: Housing Authority Representative Seat #: 12

*Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other

Completion of term to expire on: _____

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: 0

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Jones-Gilbert Carol Anne
Last First Middle

Occupation/Affiliation: CEO
Owner Employee Officer

Business Name: Palm Beach County Housing Authority

Business Address: 3333 Forest Hill Blvd.

City & State West Palm Beach Zip Code: 33407

Residence Address: 6450 Emerald Dunes Dr.

City & State West Palm Beach Zip Code: 33411

Home Phone: (804) 0836-8300 Business Phone: (561) 684-2160 Ext. 104

Cell Phone: (561) 628-9387 Fax: ()

Email Address: cjones-gilbert@pbchaf.org

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)
OR

NONE NOT APPLICABLE/ (Governmental Entity)

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

X By watching the training program on the Web, DVD or VHS on 08/28 20 23
 By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics.

*Applicant's Signature: Carol Jones-Gilbert Printed Name: Carol Jones-Gilbert Date: 8/30/2023

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
{Insert Liaison Name Here}, {Insert Department/Division Here}
{Insert Address Here}

Section III (Commissioner, if applicable):
Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

CAROL ANNE JONES-GILBERT

6450 Emerald Dunes Drive, #103
West Palm Beach, FL 33411
(804) 836-8300 cell
caroljonesgilbert@msn.com

Professional Experience

**Palm Beach County Housing Authority (PBCHA), West Palm Beach, FL
12/2018 – Present
Executive Director**

Responsibilities

- Inspire and influence the PBCHA Board, staff, residents and stakeholders to achieve its affordable housing vision, mission, values, and strategic goals.
- Articulate the Board-adopted vision and mission of PBCHA and provide the visionary leadership that is essential to the realization of long-term goals and outcomes. Collaborate with the Board on board policy and strategic thinking that will further the implementation of the vision and mission.
- Collaborate with the Board on the strategic planning goals and initiatives that will be critical in accomplishing the PBCHA vision and mission. Formulate the action plans that will provide the benchmarks, tasks, resources, accountabilities, and deliverables that will be critical to the fulfillment of PBCHA strategic goals.
- Ensure that the agency is in full compliance with all local, state, and federal laws, regulations, policies, and procedures that apply to its portfolio of housing programs and services.
- Coordinate the staffing and other resources in key business management units that are critical to producing and managing quality affordable housing that meets the needs and wants of residents. The key business management units include, but are not limited to, human resources, finance, asset management, and property management.
- Build a quality management team and cross-functional teams that are empowered to be key contributors to organizational decision-making and problem-solving. Provide teams and individuals the opportunity to learn more about the broader organizational system and its functional units.
- Build and maintain a positive collaborative relationship with the key Palm Beach County governmental agencies, Palm Beach housing authorities, nonprofits, and quasi-governmental agencies that are involved with affordable housing, homelessness, community development, economic development, fair housing and social services.
- Ensure that the PBCHA is making positive progress in moving in the direction outlined in the vision statement.

**Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA
12/2015 – 12/2018
Chief Operating Officer**

Responsibilities

- Responsible for the oversight and direction for all aspects concerning the operations of RRHA's Low Income Public Housing (LIPH) program, Central Maintenance, HCVP and the Resident Services Departments for a total of 156 employees, 3,979 public housing units, 3,495 vouchers and Capital Fund Grants in excess of 6 million dollars for a combined annual budget of approximately \$68 million dollars.
- Stays abreast of legislation, regulations and issues that may impact housing management operations; interfaces with government regulatory agencies as management agent and ensures regulatory compliance. Assures that all audit information requested is supplied in an accurate and timely fashion.
- Works with Real Estate and Development staff on issues related to acquisition, project design, CHOICE applications, HOPE VI grants, RAD and Section 18 applications and unit conversions

throughout pre-development, construction, conversion and lease-up. Works with Real Estate Development department and other appropriate parties to assure effective operations planning for new developments, including budget formulation, systems for managing the transition from development to property management and oversight and documentation of ongoing compliance requirements.

- Developed and revised operational business plans including operating policies, standard operating procedures and schedules. Coordinated the updating of key agency operational plans, documents, certifications, policies and procedures such as the annual Agency Plan, the Admissions and Continued Occupancy Policy (ACOP), the HCVP Administrative Plan, the PHAS and SEMAP certifications, Dwelling Lease and Addendums, etc. Administered and managed the deployment of operational practices into the business units supported.

**Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA
10/2012 – 12/2015
Deputy Chief Operating Officer**

Responsibilities

- Provides direction and supervision to the Public Housing, Maintenance, Section 8 and the Resident Services Departments which account for approximately three-fourths of the agencies 300 employees for approximately 4,000 public housing units and 3200 vouchers.
- Stays abreast of legislation, regulations and issues that may impact housing management operations; interfaces with government regulatory agencies as management agent and ensures regulatory compliance. Assures that all audit information requested is supplied in an accurate and timely fashion.
- Maintains effective working relationships with representatives of city, state and federal agencies, industry peers and others involved with government. Attends all Board of Commissioners, city and HUD industry meetings as required and appropriate.
- Under the direct supervision of the Chief Operating Officer, developed and executed plans and strategies through the interpretation of HUD policies and procedures in order to improve and enhance housing services.
- Actively assisted and supported the Chief Operating Officer in developing and implementing agency rules, policies, procedures and guidelines as well as annual operating and capital budget preparation to improve operating efficiency. Provides leadership in the development of property goals related to the fiscal and physical health of the properties.
- Consults with Real Estate and Development staff on issues related to acquisition, project design, CHOICE applications, HOPE VI grants and property management that can be identified in pre-development and construction, as requested. Works with Real Estate Development department and other appropriate parties to assure effective operations planning for new developments, including budget formulation, systems for managing the transition from development to property management and oversight and documentation of ongoing compliance requirements.
- Assists in the revision and/or development of forms, reports and manuals relating to housing management issues and operations. Reviews/audits housing administrative, accounting and maintenance activities to ensure compliance with established policies and procedures.
- Establishes and coordinates a communication system involving transactions and activities between onsite staff and the Central Office to ensure appropriate monitoring and control of property issues and operations. Takes a leadership role in the resolution of communication issues with staff, residents and other key stakeholders.
- Successfully coordinated the opening of the HCVP waitlist through the receipt of online applications which accepted 27,000 applications and generation of a 10,000 applicant waitlist which allowed the agency to increase utilization and avoid further recapture of more than 2 million dollars in HAP funds.

**Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA
03/2011- 10/2012
Business Operations Officer**

Responsibilities

- Developed and revised operational business plans including operating policies, standard operating procedures and schedules. Coordinated the updating of key agency operational plans, documents, certifications, policies and procedures such as the annual Agency Plan, the Admissions and Continued Occupancy Policy (ACOP), the HCVP Administrative Plan, the PHAS and SEMAP certifications, Dwelling Lease and Addendums, etc. Administered and managed the deployment of operational practices into the business units supported.
- Acted as business system (Yardi) subject matter expert and serves as Business Lead for all matters regarding system updates, testing, administration and setup for LIPH. Provided business units with technical /operational assistance, training and support. Identified business system enhancements for Yardi and Visual Homes software to assist staff in efficient and

effective performance.

- Assisted executive management with the identification of operational issues and opportunities as related to implementation of the agency's strategic plan and developed action plans to eliminate operational obstacles and barriers. Assisted Executives, AMPs and internal departments in identifying issues and determining resolutions. Served as the primary point of contact within the agency for property management issues by providing information regarding regulations, policies and procedures to assist the CEO, COO, Board of Commissioners and Resident Leadership. Utilized comprehensive knowledge of property management processes and procedures from experience gained while working in LIPH, LIHTC, multifamily, assisted housing and private sector management to formulate and administer agency policies, develop and implement innovative goals and initiatives and deliver quality customer service and problem resolution.
- Developed and managed an agency training calendar that was accessible on SharePoint for the coordination of high priority training for Property Management and HCVP staff. Was in charge of planning continuing education and personal development sessions for employees by coordinating with department managers on topics for training. Created and/or provided training manuals, materials, visual aids, resources, etc. for workshops and seminars after determining the best and most cost efficient avenue for offering training to employees using film, internet video, webinars, classroom learning, computer modules, instructional guides, etc. from industry providers such as HUD, HTVN, NAHRO, Nan McKay, and Quadel. Evaluated training to ensure that it aligned with government regulations, agency expectations, and usefulness and that it fell within budget.
- Based on the highest priorities, created action plans to include regulatory, policy and process research, problem resolution, implementation plan, post implementation audit/assessment and operational procedures. Interpreted regulatory and other changes into the operating environment to ensure compliance. Coordinated/conducted business unit audits and operational reviews and processes to address any audit findings and procedural/policy changes necessary to correct. Responsible for the dissemination of PIH Notices and other critical program information for LIPH and HCVP.

**Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA
08/2009- 03/2011
Assistant Vice President of Property Management**

Responsibilities

- Supervised, directed, organized and planned the work of five AMP managers while retaining the managerial responsibilities of the Gilpin AMP until AVP for Region 1 was hired in February 2010. Then assumed management of Region 2 which consisted of 1,954 public housing units while retaining managerial responsibility of the Gilpin AMP (783 units) until a property manager was hired in September 2010.
- Served as the business lead and subject matter expert for LIPH, tenant selections, the central warehouse and maintenance for the Enterprise Business System (EBS) Yardi software conversion and continued use. Completed property and resident set up for the agencies entire resident population. Researched, resolved and revised agency practices and policies to align with Yardi functionality. Drafted more than 25 training templates for key business functions for use in training all LIPH management staff. Coordinated and conducted training of all AH staff for successful go-live and continued Yardi processing.
- Developed policies and procedures surrounding EBS and other regulatory requirements for staff development. Identified new federal requirements and shared information regarding housing trends, initiatives and best practices to improve management operations, maintain compliance and to develop strategies to move the program forward.
- Provided positive representation and forged working relationships with RRHA employees, residents, consultants, vendors, local, state and federal officials, law enforcement, social service providers, resident leadership, community groups, businesses, civic organizations and the public at internal meetings, public hearings and agency and governmental events. Represented the agency at meetings with resident leadership, city and other external partners in regards to initiatives impacting public housing such as the Choice Neighborhood Initiative and East End Charette to provide insight, technical advice, and recommendations in the development of future plans for the revitalization and transformation of public housing.
- Served as the lead for property management in making decisions regarding the use of RRHA's American Recovery and Reinvestment Act (ARRA) stimulus funds, capital funds and competitive grants for modernization and uniform federal accessibility standards (UFAS) improvements within family and elderly developments. Coordinated relocation strategies for all projects to include the use of public housing, privately owned dwellings, onsite "hotel" units and other resources for the relocation of nearly 800 families.

- Provided information in the development of the agency plan and continuously led the revision and implementation of the Admissions and Continued Occupancy Policy (ACOP), dwelling lease and addendums. Coordinated literature and presented information for public and community hearings involving these documents. Took the lead on several key tasks that affected the operational and financial efficiency of the agency such as utility billing, PIC inventory removal, Yardi, etc. Served as the primary point of contact within the agency for property management issues who provided information regarding regulations, policies and procedures to assist the CEO, COO, Board of Commissioners and Resident Leadership. Utilized comprehensive knowledge of property management processes and procedures from experience gained while working in LIPH, LIHTC, multifamily, assisted housing and private sector management to formulate and administer agency policies, develop and implement innovative goals and initiatives and deliver quality customer service and problem resolution.
- Provided technical expertise, information and assistance to the Sr. Vice President of Housing, other RRHA departments and AMP managers by staying abreast of current industry best practices and updated regulations as they related to the Code of Federal Regulations (CFR), PIH alerts and through training on the updated PHAS, EIV, asset management, fair housing, Virginia residential Landlord and Tenant Act (VRLTA), PIC and essential business functions. Provided reports and information to the Sr. Vice President about departmental operations and major shifts in policies or procedures and recommendations for future development. Attended meetings in the Sr. Vice President's absence and was given authority to make decisions on his behalf.

Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA
01/15/09- 08/06/09
Senior Property Manager

Responsibilities:

- Responsible for managing the day-to-day operation of 783 public housing units.
- Instrumental in the development of the Rent Collection policy and procedures adopted for agency-wide use. Trained all management staff on these new procedures and coordinated the rent collection initiative in February 2009 which resulted in increased overall collections from the 70th percentile to 90 percent at the current time. Increased rent collection for the Gilpin AMP from 66% in 1/09 to 80% for 2/09 to 85% for 3/09 and 90% by 7/09. The highest percentage collected by this AMP since the agency began recording stats for rent collection in 2007.
- Key member of the ACOP committee which revised the agencies LIPH Admissions and Continuing Occupancy Policy, Dwelling Lease, Rules and Regulations and Mold Addendum. Solely tasked with revising key chapters concerning rent, inspection of dwelling units, pet policy, and income and adjusted income. Provided substantial input in recommending new policies, procedures and guidelines that would advance the LIPH program and improve operations.
- Reorganized management and maintenance responsibilities and addressed personnel issues of misconduct through education, progressive disciplinary action, termination, recruitment and performance management to maximize occupancy, provide good customer service, increase efficiency in work processes and improve work order completion rate. Implemented new citation program that set curb appeal standards and improved the overall appearance of the property.
- Provided technical expertise, information and assistance to the Assistant Director of Housing and other AMP managers by staying abreast of current and updated regulations as they related to the CFR, PIH alerts and through training on the updated PHAS, EIV, asset management, fair housing, VRLTA, PIC and essential business functions.

Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA
03/2006 – 01/2009
Property Manager

Responsibilities:

- Responsible for managing the day-to day operation of 500 public housing units.
- Provided vision, oversight and supervision of subordinate management and maintenance staff. Supervised staff development including recruiting/selection, training, employee counseling, performance reviews, organizational development, employee relations and discipline.
- Effectively organized and planned work according to organizational needs by determining objectives and anticipating needs and priorities. Developed clear policies to comply with program requirements. Updated and created procedures to effectively implement policies. Developed unit and exterior inspection forms for agency use in routine and preventive maintenance inspections.
- Developed, managed and monitored operating budgets for the development. Conducted ongoing budget monitoring of monthly financial reports to ensure budget compliance. Increased rent collection

form the 60 percentile to 90 percentile resulting in a substantial net budget profit for FY2008.

- Participated in top management team functions such as staff meetings and special projects in support of overall organizational goals. Served as the LIPH representative during the "best practices" tour of the Cincinnati and Knoxville Housing Authorities and at various meetings as needed.
- Supervised staff in performing property management functions such as lease readings, inspections, file maintenance, reexaminations, rent collection and resident services. Implemented mass recertification process to correct regulatory noncompliance finding in which it was discovered that annual recertifications had not been conducted for 100% of the developments residents. Success of mass recertification process led to its implementation by other AMPs and the HCVP program.
- Ensured that data was maintained efficiently and accurately within various software programs such as MLS and PIC. Effectively utilized general office equipment such as computers and related software, computer printers, photocopier, calculators, and telephones (land line and cell).
- Successfully led AMP to become the first AMP to reach the Mission Possible performance standards of 85% for rent collection, 98% for occupancy and 98% for work order completion and receive the bonus award. Coordinated the inspection and repair of all major repair units in Whitcomb and 10 units within the Randolph property that had been vacant for a period of more than three years.

Genesis Properties, Inc., Richmond, VA
10/2005 – 03/2006
Property Manager

Responsibilities:

- Responsible for the overall management of 292 LIHTC housing units.
- Ensured the efficient operation of the property to include marketing and leasing of apartments, rental collection, and compliance with uniform physical inspection standards, staffing levels and resident relations.
- Supervised all on-site management, leasing and maintenance personnel for the property. Selected, supervised and reviewed all contractual services and personnel. Oriented and trained property employees in management policies and procedures. Ensured that all employees promoted high standards of professional appearance and exercised tact and courtesy during frequent contact with tenant's, owners, contractors and other employees.
- Promoted compliance with all federal, state and local laws and regulations. Adhered to the Virginia Residential Landlord and Tenant Act (VRLTA), requirements of VHDA, and program regulations contained within Section 42 of the Internal Revenue Code, the Code of Federal Regulations and HUD Handbook 4350.3.
- Operated the property within the budgeted guidelines established for the property. Limited property operating expenses to a level necessary to maintain acceptable property conditions. Prepared detailed and accurate reports and submitted all required reports, invoices, deposits, market surveys and other documents as assigned.
- Maintained accurate and complete files and accounts. Reviewed all rental applications and leases for accuracy and compliance with LIHTC rules and regulations. Ensured occupancy by eligible households to ensure owners ability to receive tax credits. Ensured that annual recertifications were completed in a timely manner. Complied with various agency requirements for residents who received subsidy layering (i.e., Section 8 participants within the LIHTC property).

Franciscan Ministries, Wheaton, Illinois
08/2003 – 07/2005
Housing Manager

Responsibilities:

- Responsible for the day- to-day operation of 100 Section 202 Project Rental Assistance Contract (PRAC) elderly housing units. Maintained 100% occupancy rate, performed 100% file audit and obtained a score of 98 on the site REAC inspection.
- Responsible for the preparation, implementation and monitoring of the annual budget, capital expenditures and operational and physical improvement programs. Submitted information to estimate and project funding budget levels and request for budget based rent increases. Tracked and analyzed budget performance by reviewing income statements, balance sheets, general ledgers and cash flow statements. Monitored the project operating budget utilizing budget variance reports, accounts payable/receivable reports and declining budget logs. Forecasted necessary levels for replacement reserves and capital expenditures. Coordinated the complete modernization of the building common areas, offices and hallways.
- Negotiated vendor contracts, processed invoices, approved payments and implemented appropriate collection procedures. Created alternate revenue streams through the sale of obsolete equipment and the formation of a property thrift store.
- Complied with all regulatory and licensing requirements and established and maintained strong

relationships with funding and regulatory agencies.

- Responsible for the accurate and timely submission of all subsidy requests for payment including the monthly Section 8 Housing Assistance Payment (HAP) voucher, excess income report and special claims for vacancy and damages using Onesite and TRACS.
- Established necessary procedures, policies and systems for an effective and efficient delivery of services and operations.
- Developed, implemented and coordinated a marketing program including promotional materials, events and advertising presentations to community groups and facility tours. Maintained site-based waiting lists and affirmative marketing plan.
- Directed human resource functions within the facility, including the determination of staffing needs, development of corresponding positions, hiring, supervision and providing feedback to direct employees. Assured that all individuals were provided with appropriate training, knowledge and skill development to successfully carry out their duties.

Assistant Housing Manager

- Responsible for the day-to-day operation of 511 Section 236 and Section 8 (both project and tenant based) multifamily subsidized housing units.
- Provided resident education of subsidy requirements as they related to the property's compliance requirements and residents' responsibility for their actions within the subsidy program.
- Reported any suspected subsidy fraud, errors, and discrepancies in documentation or computer problems to the housing manager.
- Supervised the occupancy specialist in all functions of annual and interim recertifications from initial notice to closure of process with resident 50059's and/or lease as appropriate assuring compliance with all federal and state regulations. Supervised leasing specialist to ensure that the waiting list for the property was compiled and maintained in accordance with tenant selection policies.
- Responsible for the accurate and timely submission of all subsidy requests for payment including the monthly Section 8 HAP voucher, excess income report and special claims for vacancy and damages.
- Responsible for the up-to-date status of all information within the HUD Manager/ Rent Roll software system and completion of all reporting from this system.
- Monitored resident accounts receivables, approved delinquency notices and supervised collection procedures.
- Served as the Fair Housing Coordinator for the property. Insured compliance with Section 504 of the Rehabilitation Act, the Fair Housing Amendment, the Age Discrimination Act and the Americans with Disabilities Act. Received all request for reasonable accommodations and/or modifications, interpreters and translation services.

Dallas Housing Authority (DHA), Dallas, TX

07/1995 – 02/2000

Housing Manager

Responsibilities

- Responsible for the overall management of properties consisting of up to 394 public housing units. During employment with DHA also managed two project based Section 8 properties and successfully worked with the development department for management of the capital fund for the complete modernization/rehabilitation of both properties.
- Identified work, information and resources required to carry out DHA policy in compliance with HUD guidelines. Maintained tenant files in accordance with DHA and HUD standards.
- Served as the liaison between the DHA, social agencies and businesses to provide services to the community and provided social services referrals.
- Supervised, trained and instructed staff and completed performance evaluations and payroll.
- Evaluated and determined tenant eligibility for housing. Gathered income verification documents, adjusted rent as necessary and advised residents of adjustments. Ensured the timely and accurate calculation of tenant rents and utility allowances.
- Interviewed residents to collect and analyze statistical data for financial accountability sufficient to detect gaps and conflicting information. Investigated fraud and program abuse and took necessary steps to address abuses.
- Prepared and processed all rental agreements/leases and related forms. Insured that the resident lease was adhered to and engaged in appropriate lease enforcement activities to handle violations. Conducted briefings with staff and residents on changes in rules/regulations.
- Calculated and collected rent for a rent roll of \$41,024 with tenant account receivables equaling 2%. Worked with residents to collect delinquent accounts and engaged in eviction procedures when necessary.
- Handled leasing responsibilities, which included marketing and showing units, and handling all details of move-ins and move-outs.
- Continually inspected property and improvements, recording and reporting any deficiencies and taking necessary action. Inspected resident units to ensure safety, cleanliness, to detect damage and ensure that housing units met required standards. Counseled residents on

maintenance of unit when necessary.

- Prepared reports regarding vacancy, delinquency, inspections and recertifications using computer software such as word processing, database applications and HUD manager. Prepared housing assistance payment (HAP) and transmitted electronically via TRACS

Advocacy, Inc., Dallas, TX

09/1994 – 07/1995

Intake/Outreach Coordinator

Responsibilities

- Conducted intake interviews, received rights violation complaints, and provided appropriate information, materials, or referrals to all contacts.
- Determined eligibility for case level services within the four federal disability protection acts.
- Developed a plan for the provision of outreach services to minority and rural communities.
- Engaged in outreach activities that focused on agency programs and priorities, self-empowerment, and advocacy.

Education

Texas A&M University, College Station, TX
Bachelor of Arts, Speech Communications
Minor in Journalism
1992

Certifications:

Leadership Metro Richmond – Class of 2017
Certified Public Housing Manager – NAHRO (1996)
Family Self Sufficiency Certification – NAHRO (2017)
Certified Occupancy Specialist – NCHM (2005)
Certified Tax Credit Specialist – NCHM (2006)
HCVP/PH Rent Calculation - Nan McKay (2010)
HCV Executive Management Certification – Nan McKay (2011)
Certified Housing Quality Standards Inspector – Nan McKay (2015)
HCV Financial Management Specialist - Nan McKay (2017)
PBV Specialist - Nan McKay (2017)
Accredited Residential Manager (ARM) – IREM (2011)
Public Housing Occupancy Specialist – Quadel (2016)
HCVP Occupancy Specialist – Quadel (2016)

Proposed Homeless Advisory Board Member Category and Seat Number

Attachment 2

Seat Number	Seat Requirement	Name of Member	Term of Appointment
9	Palm Beach County Commissioner	Mack Bernard PBC Commissioner	
2	Palm Beach County Law Enforcement Official (recommended by Law Enforcement Planning Council)	Vacant	11/02/2021 – 09/30/2024
9	Palm Beach County School District Board Member or Senior Staff Rep. (recommended by School District of PBC.)	Erica Whitfield School Board Member	11/02/2021 – 09/30/2024
3	Florida Department of Children and Families Administrator Rep. (recommended by Florida Department of Children and Families)		11/15/2022-09/30/2025
9	PBC League of Cities Rep. (recommended by League of Cities)	Anne Gerwig Administrative Support	10/01/2023 – 09/30/2026
8	VA Medical Center Rep. (recommended by Veterans Administration Medical Center)	Karen J. Abbott VA Medical Center Rep.	10/01/2023 – 09/30/2026
8	Homeless Coalition of PBC Rep. (recommended by Homeless Coalition of PBC)	Paul Dumars, Jr. Homeless Coalition of PBC Representative	10/01/2023 – 09/30/2026
8	Homeless Service Providers Rep. (recommended by Executive Committee of the Homeless and Housing Alliance)		
9	Business Community Rep. (recommended by Economic Development Council)	Katrina Long-Robinson Business Representative	11/02/2021 – 09/30/2024
14	Business Community Rep. (recommended by Economic Development Council)	Elizama Goertzen Business Community Rep.	10/01/2023 – 09/30/2026
14	Formerly Homeless Individual or Family Representative (recommended by Homeless and Housing Alliance)		
13	Housing Authority Rep. (recommended by Community Service)	Carol Jones-Gilbert Exec. Director PBC Housing Authority	10/01/2023 -09/30/2026
13	Faith-Based Community Rep. (recommended by Community Service)	Ezra Krieg Interfaith Committee for Social Services	11/02/2021 – 09/30/2024
14	Southeast Florida Behavioral Health Network, Inc. (recommended by Community Service)	Linda Kane SEFBHN	11/02/2021 – 09/30/2024

RESOLUTION NO. R2016 - 0038

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING AND REPLACING RESOLUTION R2014-1638; PROVIDING FOR THE ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD; PROVIDING FOR COMPOSITION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) recommends that recipients of Continuum of Care funds comply with the The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), and with 24 CFR Part 578; and

WHEREAS, the Continuum of Care Program provides funds for the operation and maintenance of Safe Havens, transitional housing, permanent supportive housing and permanent housing; and

WHEREAS, Palm Beach County, through the Department of Community Services, Division of Human Services wishes to comply with HUD recommendations regarding the Homeless Advisory Board; and

WHEREAS, HUD has adopted a Continuum of Care Program that allocates HUD homeless assistance grants to organizations that participate in local homeless assistance program planning networks, and each of these networks is called a Continuum of Care; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, established a Homeless Advisory Board on May 1, 2007 to create a Ten-Year Plan to End Homelessness in Palm Beach County pursuant to Resolution R2007-0720, and such Resolution was amended by Resolution R2007-1693, on October 2, 2007 and such Resolution was repealed and replaced by Resolution R2011-1233, on August 23, 2011; and such Resolution R2014-1638 was repealed and replaced on October 21, 2014 and

WHEREAS, since the Ten-Year Plan to End Homelessness has now been adopted, there exists a need for the Homeless Advisory Board to work in conjunction with the Continuum of Care to assist the County in achieving the objectives of the Ten-Year Plan to End Homelessness.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, as follows:

REPEAL AND REPLACEMENT

Resolution R2014-1638 is hereby repealed in its entirety and replaced with the following:

SECTION 1: ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD

There is hereby established an advisory board to be known as the "Homeless Advisory Board," herein referred to as the "Advisory Board."

SECTION 2: COMPOSITION

The Advisory Board shall be comprised of fourteen members as follows:

- a. One (1) member shall be a Palm Beach County Commissioner;
- b. One (1) member shall be recommended by the Palm Beach County Law Enforcement Planning Council;
- c. One (1) member shall be recommended by the School District of Palm Beach County;
- d. One (1) member shall be recommended by the Florida Department of Children and Families;
- e. One (1) member shall be recommended by the League of Cities;
- f. One (1) member shall be recommended by the Veterans Administration Medical Center;
- g. One (1) member shall be recommended by the Homeless Coalition of Palm Beach County;
- h. One (1) member representing homeless services providers shall be recommended by the Executive Committee of the Homeless and Housing Alliance;
- i. Two (2) members representing business shall be recommended by the Economic Development Council;
- j. One (1) member representing Formerly Homeless individuals or families shall be recommended by the Homeless and Housing Alliance;
- k. One (1) member representing a Housing Authority shall be recommended by the Community Services Department;
- l. One (1) member representing the Faith-Based Community shall be recommended by the Community Services Department;
- m. One (1) member representing the Southeast Florida Behavioral Health Network, Inc. shall be recommended by the Community Services Department.

SECTION 3: APPOINTMENTS, TERMS, AND VACANCIES

- A. The maximum number of Boards and Commissions that an individual appointed by the Board of County Commissioners may serve on at one time shall be three.
- B. Terms of office for the Advisory Board members shall be three years and shall begin on October 1st and end on September 30th.
- C. There shall be a limit of three consecutive three year terms, unless dictated otherwise by statute or other binding rule.
- D. Appointments shall be made by the Board of County Commissioners. The Homeless Advisory Board may provide recommendations for appointments.

- E. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- F. Upon adoption of this resolution, those members with unexpired terms that were serving on the previous Homeless Advisory Board will have their terms adjusted to expire on September 30th of the year in which their term expires.
- G. Members shall be subject to the rules and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.
- H. Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.

SECTION 4: ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Homeless Advisory Board shall be to assist the County in reaching its Ten-Year Plan to End Homelessness goals and they shall have the authority and power to accomplish this through the following:

- A. Gather community input on homelessness.
- B. Oversee implementation of the Ten-Year Plan to End Homelessness by:
 - 1. Fostering and promoting cooperation among governmental agencies, community-based agencies, non-profit organizations and business interests in order to ensure the efficient and timely implementation of the Ten-Year Plan to End Homelessness;
 - 2. Review progress made in the County towards achieving the objectives identified in the Ten-Year Plan to End Homelessness and make recommendations to the Board of County Commissioners. The primary recommendations may include systematic changes, policy changes, and funding recommendations;
 - 3. Provide information regarding the needs and other factors affecting the smooth implementation of the Ten-Year Plan to End Homelessness within Palm Beach County; and
 - 4. Determine roadblocks affecting program implementation and recommend corrective measures to the Board of County Commissioners.
- C. Recruit private and public sector representatives to the membership of Advisory Board committees.

SECTION 5: MEETINGS

- A. The Advisory Board shall meet on a regular basis. The Chair or County staff shall have the authority to call emergency meetings, as is needed and appropriate.

SECTION 6: OFFICERS

- A. The Chair shall be a County Commissioner appointed by the Palm Beach County Board of County Commissioners.
 - 1. Duties of the Chair:
 - a. Call and set the agenda for Advisory Board meetings;

- b. Preside at Advisory Board meetings;
 - c. Establish committees, appoint committee chairs and charge committees with specific tasks; and
 - d. Perform other functions as the Advisory Board may assign by rule or order.
2. If a vacancy occurs in the office of the Chair, the Palm Beach County Board of County Commissioners shall appoint a replacement.
- B. The Vice Chair shall be elected by a majority vote of the Advisory Board and shall serve for a term of one year.
1. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
 2. If a vacancy occurs in the office of the Vice Chair, the Advisory Board will elect another member to fill the unexpired term.

SECTION 7: REMOVAL FOR LACK OF ATTENDANCE

Members of the Advisory Board shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three consecutive meetings or failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall constitute lack of attendance. Members removed under this paragraph shall not continue to serve until a new appointment is made and removal shall create a vacancy.

SECTION 8: RESIDENCY REQUIREMENTS

All board members must be residents of Palm Beach County at the time of appointment and while serving on the board.

SECTION 9: ANNUAL NARRATIVE REPORT

The Advisory Board shall submit an annual narrative report to the Agenda Coordinator. The form, substance, and submittal dates for annual narrative reports are established by PPM CW-O-060.

SECTION 10: SUNSHINE LAW AND STATE CODE OF ETHICS

Members of the Advisory Board are to comply with the Sunshine Law and State Code of Ethics. Reasonable public notice of all Advisory Board meetings shall be provided. All meetings of the Advisory Board shall be open to the public at all times and minutes shall be taken at each meeting.

SECTION 11: PALM BEACH COUNTY CODE OF ETHICS

Advisory Board members are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Section 2-254 through 2-260 of the Palm Beach County Code.

SECTION 12: TRAVEL EXPENSES, REIMBURSEMENT AND APPROVAL AUTHORITY

Travel reimbursement is limited to expenses incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities when sufficient funds have been budgeted and are available as set forth in PPM CW-O-038. No other expenses are reimbursable except documented long distance phone calls to the liaison County department. Approval authority for pre-authorized board member travel is designated to the County Administrator and Deputy Administrator and shall be in accordance with Countywide Policy and Procedures Memoranda (PPM) CW-F-009.

SECTION 13: CONDUCT OF MEETING

A quorum must be present for the conduct of all board meetings. A majority of the members appointed shall constitute a quorum. All meetings shall be governed by Robert's Rules of Order.

SECTION 14: CONFLICT WITH FEDERAL OR STATE LAW OR COUNTY CHARTER

Any statutory Federal or State or County Charter provisions in conflict with this Resolution shall prevail.

SECTION 15: EFFECTIVE DATE

This Resolution shall become effective upon approval by a majority vote of the Board of County Commissioners, Palm Beach County, Florida.

The foregoing Resolution was offered by Commissioner Vana, who moved its adoption. The motion was seconded by Commissioner Valeche, and upon being put to a vote, the vote was as follows:

Commissioner Mary Lou Berger, Mayor	— <u>Aye</u>
Commissioner Hal R. Valeche, Vice Mayor	— <u>Aye</u>
Commissioner Paulette Burdick	— <u>Aye</u>
Commissioner Shelley Vana	— <u>Aye</u>
Commissioner Steven L. Abrams	— <u>Aye</u>
Commissioner Melissa McKinlay	— <u>Aye</u>
Commissioner Priscilla A. Taylor	— <u>Aye</u>

The Mayor thereupon declared the Resolution duly passed and adopted this 26th day of January, 2016.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

BY: Helene C. Hvizd
Helene C. Hvizd
Assistant County Attorney

ATTEST:

SHARON R. BOCK
CLERK & COMPTROLLER

BY: Sharon R. Bock
Deputy Clerk

